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**DEPARTMENT OF DEFENSE**

**GENERAL SERVICES ADMINISTRATION**

**NATIONAL AERONAUTICS AND SPACE ADMINISTRATION**

[OMB Control No. 9000-0079]

[Docket 2012-0076; Sequence 13]

**Federal Acquisition Regulation;**

**Submission for OMB Review; Corporate Aircraft Costs**

**AGENCIES:** Department of Defense (DOD), General Services Administration (GSA), and National Aeronautics and Space Administration (NASA).

**ACTION:** Notice of request for public comments regarding an extension to an existing OMB clearance.

**SUMMARY:** Under the provisions of the Paperwork Reduction Act, the Regulatory Secretariat will be submitting to the Office of Management and Budget (OMB) a request to review and approve an extension of a previously approved information collection requirement concerning corporate aircraft costs. A notice was published in the Federal Register at 77 FR 20012, on April 3, 2012. One respondent submitted comments.

Public comments are particularly invited on: Whether this collection of information is necessary for the proper performance of functions of the Federal Acquisition Regulation (FAR), and whether it will have practical utility; whether our estimate of the public burden of this collection of information is accurate, and based on valid assumptions and methodology; ways to enhance

the quality, utility, and clarity of the information to be collected; and ways in which we can minimize the burden of the collection of information on those who are to respond, through the use of appropriate technological collection techniques or other forms of information technology.

**DATES:** Submit comments on or before **[Insert date 30 days after publication in the Federal Register.]**

**ADDRESSES:** Submit comments identified by **Information Collection 9000-0079, Corporate Aircraft Costs**, by any of the following methods:

- Regulations.gov: <http://www.regulations.gov>.

Submit comments via the Federal eRulemaking portal by searching the OMB control number. Select the link "Submit a Comment" that corresponds with "Information Collection 9000-0079, Corporate Aircraft Costs". Follow the instructions provided at the "Submit a Comment" screen. Please include your name, company name (if any), and "Information Collection 9000-0079, Corporate Aircraft Costs" on your attached document.

- Fax: 202-501-4067.
- Mail: General Services Administration, Regulatory Secretariat (MVCB), 1275 First Street, NE, Washington, DC

20417. ATTN: Hada Flowers/IC 9000-0079, Corporate Aircraft Costs.

Instructions: Please submit comments only and cite Information Collection 9000-0079, Corporate Aircraft Costs, in all correspondence related to this collection. All comments received will be posted without change to <http://www.regulations.gov>, including any personal and/or business confidential information provided.

**FOR FURTHER INFORMATION CONTACT:** Mr. Edward N. Chambers, Contract Policy Division, GSA, (202) 501-3221 or via email [edward.chambers@gsa.gov](mailto:edward.chambers@gsa.gov).

**SUPPLEMENTARY INFORMATION:**

**A. Purpose**

Government contractors that use company aircraft must maintain logs of flights containing specified information (e.g., destination, passenger name, purpose of trip, etc.). This information, as required by FAR 31.205-46, Travel Costs, is used to ensure that costs of owned, leased or chartered aircraft are properly charged against Government contracts and that directly associated costs of unallowable activities are not charged to such contracts.

**B. Analysis of Public Comments**

One respondent submitted public comments on the extension of the previously approved information collection. The analysis of

the public comments is summarized as follows:

**Comment:** The respondent commented that the extension of the information collection would violate the fundamental purposes of the Paperwork Reduction Act because of the burden it puts on the entity submitting the information and the agency collecting the information.

**Response:** In accordance with the Paperwork Reduction Act (PRA), agencies can request OMB approval of an existing information collection. The PRA requires that agencies use the Federal Register notice and comment process, to extend OMB's approval, at least every three years. This extension, to a previously approved information collection, pertains to documentation requirements under the cost principle at FAR 31.205-46. This documentation is necessary to ensure that the cost of owned, chartered, or leased aircraft are properly charged against Government contracts and that directly associated costs of unallowable activities are not charged to Government contracts. Documentation regarding (1) date, time, and points of departure, (2) destination and time of arrival, and (3) name of each passenger, is already required under Federal Aviation Administration regulations. As such, the documentation required at FAR 31.205-46 places a small burden on Government contractors. Not granting this extension may result in improper charges

against Government contracts for flights on contractor aircraft.

**Comment:** The respondent commented that the agency did not accurately estimate the public burden challenging that the agency's methodology for calculating it is insufficient and inadequate and does not reflect the total burden. For this reason, the respondent provided that the agency should reassess the estimated total burden hours and revise the estimate upwards to be more accurate, as was done in FAR Case 2007-006. The same respondent also provided that the burden of compliance with the information collection requirement greatly exceeds the agency's estimate and outweighs any potential utility of the extension.

**Response:** Serious consideration is given, during the open comment period, to all comments received and adjustments are made to the paperwork burden estimate based on reasonable considerations provided by the public. This is evidenced, as the respondent notes, in FAR Case 2007-006 where an adjustment was made from the total preparation hours from three to 60. This change was made considering particularly the hours that would be required for review within the company, prior to release to the Government.

The burden is prepared taking into consideration the necessary criteria in OMB guidance for estimating the paperwork burden put on the entity submitting the information. For example, consideration is given to an entity reviewing

instructions; using technology to collect, process, and disclose information; adjusting existing practices to comply with requirements; searching data sources; completing and reviewing the response; and transmitting or disclosing information. The estimated burden hours for a collection are based on an average between the hours that a simple disclosure by a very small business might require and the much higher numbers that might be required for a very complex disclosure by a major corporation. Also, the estimated burden hours should only include projected hours for those actions which a company would not undertake in the normal course of business. Careful consideration went into assessing the estimated burden hours for this collection, and it is determined that an upward adjustment is not required at this time. The historical estimates remain valid. However, at any point, members of the public may submit comments for further consideration, and are encouraged to provide data to support their request for an adjustment.

### **C. Annual Reporting Burden**

Number of Respondents: 3,000.

Responses Per Respondent: 1.

Total Responses: 3,000.

Average Burden Per Response: 6 hours.

Total Burden Hours: 18,000.

**OBTAINING COPIES OF PROPOSALS:** Requesters may obtain a copy of the information collection documents from the General Services

Administration, Regulatory Secretariat Division (MVCB), 1275  
First Street, NE, Washington, DC 20417, telephone (202) 501-4755.  
Please cite OMB Control No. 9000-0079, Corporate Aircraft Costs,  
in all correspondence.

Dated: September 13, 2012

William Clark,  
Acting Director,  
Federal Acquisition Policy Division,  
Office of Acquisition Policy,  
Office of Governmentwide Policy.

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